

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ADMINISTRATIVE ASSISTANT**

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Jurisdictional Class: **Competitive**  
Date Adopted: **March 30, 1989**  
Date Revised: **January 31, 2001**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **15**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work of this class involves responsibility for the performance of a variety of administrative and management functions designed to free the attention of the department head for other technical matters, and planning and policy making. An employee in this class assists in the development and coordination of departmental procedures, regulations and programs. An incumbent performs various administrative duties including programs involving personnel administration, payroll, budget, records management, etc. The work is performed in accordance with broad objectives, outlined by the department head or other supervisor, with leeway allowed for the exercise of independent judgment. Supervision may be exercised over designated personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in the preparation of County and State budgets, budget revisions, quarterly claims, estimated and final cost reports, etc.;

Prepares budget draft after compiling various estimates;

Receives budget and claim documents, and related information from other community services programs and vendors, and compiles, reviews and mails documents to proper State agency;

Serves with the Director or Department Head as liaison between the County, State and other agencies on relevant program and financial matters;

Provides technical assistance in the review of policies, regulations, contracts, management information systems and other areas;

Assists in administrative, organizational and management studies;

Collects and tabulates statistics for the preparation of various reports;

Audits time cards, including the maintenance of accrued time records and compiles overtime reports;

Prepares bi-weekly payroll vouchers, including salary computations and adjustments, and coordinates such

with the payroll department;

Maintains personnel files;

Implements and operates management information system via personal computer;

Types correspondence;

Assists in the preparation of specifications and advertises for bids;

Prepares and reviews purchase orders and vouchers and maintains on-going accounts of expenditures;

Prepares and maintains departmental inventory of property equipment;

Works with State and other auditors regarding department finances, procedures and policies;

Supervises assigned personnel;

Operates a computer, and other office equipment such as a typewriter, copier, etc.;

Performs related work necessary for the efficient execution of administrative functions of the department.

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### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and the principles and techniques of supervision; thorough knowledge of English and business arithmetic; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to prepare reports; ability to work well with others and to secure their cooperation; ability to communicate effectively, both orally and in writing; sound judgment; resourcefulness in the solution of complex administrative problems; tact and courtesy; dependability;

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree **AND** one (1) year of administrative or supervisory office or program management experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree **AND** three (3) years of experience, as listed in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience, as listed in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.